



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Community Program Specialist I (Full Time/Unclassified)

FSS Program –Housing Authority Bureau

\$21.407 - \$29.070 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Housing Authority Bureau is recruiting for a Community Program Specialist I to serve as the lead for the Bureau's Family Self Sufficiency Program (FSS). Under the direction of the Special Projects Officer, this person will oversee the FSS Program, providing needed support for the Special Projects Officer, as well as, added oversight and analytical skills for the FSS staff. Responsibilities to include: assisting with the recruitment, case management, partnership collaboration, and administrative reporting requirements for the FSS Program. The position is located at the Housing Authority Bureau, 521 E. 4th Street in Long Beach, CA.



EXAMPLES OF DUTIES:

- Tracks, collects, and monitors data for FSS Program.
- Reviews and audits case files for compliance.
- Reviews and approves files for termination, completion and/or graduation.
- Generates tracking reports for program utilization.
- Assists in the development of outreach activities and Initial Training and Services Plan (ITSP) for participants.
- Reviews and monitors progress of the ITSPs and recommends follow-up action to assist families.
- Develops and coordinates methods to assist clients with resources and referrals for supportive services, educational opportunities, job training, and job development as well as entrepreneurial endeavors.
- Responsible for case management, to include a consultation and assessment of participant's current skills and career aspirations, as well as, recommendations for reaching self-sufficiency goals.
- Provides technical and operational support for the development and implementation of new policies, procedures, and guidelines for the FSS program.
- Provides analysis and implementation of complex federal program regulations related to the FSS Program and homeownership and other duties as required.

QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Human Services, Business, Public Administration, or closely related field; or experience offering specific and substantial preparation for the duties for the position may be substituted for the required education on a year-for-year basis.
- Minimum two years paid experience working for a governmental agency, school or community-based service organization or at a Housing Authority involving client-based management, program administration and/or financial management with FSS experience preferred.
- Valid California motor vehicle operator license.
- Bilingual English/Spanish highly desirable.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- The ability to work independently with general supervision and ability to exercise good judgment.
- The ability to work within deadlines, manage multiple assignments, and set appropriate priorities.
- Proficiency in e-mail and Microsoft Office, including Word, Excel, Access, and PowerPoint.
- Superior written, verbal, and interpersonal skills and ability to interact with other departments, outside agencies and the general public from diverse socioeconomic backgrounds.
- Successful completion of Nan McKay Occupancy, Eligibility, and Rent Calculation or equivalent alternative training courses within 2 years of employment.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, March 11, 2016. To be considered, please email a letter of interest, and resume to the email address below. Please include "Req. HE15-067 HA CPSI- FSS" in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE15-067)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.